



Touro College & University System

Campus Security Quarterly

Information Security AWARENESS

Emergency Preparedness EPICS

EXTRA! EXTRA

The EPICS team is thrilled to present you with our summer edition of the EPICS newsletter. This issue comes to you jam packed with informational tips on staying safe and prepared. You may enjoy the article written by Emergency Preparedness on PET preparedness; check that out and if you have a pet, please follow the preparation guidance. The newsletter also provides some crime prevention sessions that will be coming your way from Campus Security; be sure to read that update. And, Information Security provides a favorite website to check out on two factor authentication. Those and other tidbits from each of the groups are there for you to use, so enjoy! As always we would like to hear from you on any ideas you may have for future issues and your thoughts on the newsletter in general. Drop us a line at epics.news@touro.edu. Enjoy!

Volume 6, Issue 3

July 2015

In this issue:	Emergency Preparedness (S. Yehudah)	Campus Security (L. Perez)	
	EMP: Summertime preparedness	1-2	CAMPSEC: Terrorism Awareness 6-7
	EMP: How Prepared is your PET?	3	Information Security (P. Ciuffo)
	EMP: Calculating supply needs and Hot Weather Tips	4	INFOSEC: 2FA—what is it? 8
	EMP: OEM Watch	10	INFOSEC: Restricted Data in an email? 8
Campus Security (L. Perez)		EPICS FUN PAGE	9
	CAMPSEC: Crime Prevention Training updates	5	

EMP NEWS - SUMMERTIME PREPAREDNESS



The warm weather is here and most of us figure we don't have to be as vigilant about preparedness as we do during the winter. The truth is, summer has its own set of hazards that we need to be aware of and prepare for. In this article we will tackle some summer activities and tell you how to stay prepared and still enjoy yourself during the summer months.

BBQ SAFETY TIPS

Every year barbecue grills on residential properties cause more than 1,500 structural fires and 4,200 outdoor fires. Many of these fires occur when propane grills were used for the first time after winter storage.

PRE-SEASON CHECK FOR PROPANE BBQ GRILLS

- Check the tubes that lead into the burner for any blockage from insects or food grease. Use a pipe cleaner or wire to clear any blockage and push it through to the main part of the burner.
- Visually inspect the propane hoses for cracking, brittleness, holes and leaks. A soap and water solution may be used to test for leaks. Never use a flame to check for gas leaks.
- Move propane hoses as far as possible from hot surfaces and dripping grease.
- Visually inspect the propane tank. If it has dents, gouges, bulges, corrosion, leakage or excessive rust DO NOT USE THE GRILL!!!

Continued on next page

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro College & University System

EMP NEWS - SUMMERTIME PREPAREDNESS

- 5. Do not attempt to repair the propane tank valve or the appliance yourself. Have a qualified repair person make the repairs.
- 6. Follow the maintenance instructions provided in the grill owner's manual.

PROPANE BBQ GRILLING OPERATIONS



- ◆ Barbecue grills are designed for outdoor use only. Never barbecue in an enclosed area as carbon monoxide may accumulate and kill you.
- ◆ When the propane tank is connected, the grill must be kept outside in a well-ventilated space. When not in use, the propane tank valve must be turned to the OFF or CLOSED position.
- ◆ Position the grill in an open area at least 10 feet away from buildings, deck railing, and out from under eaves and overhanging branches.
- ◆ Use barbecue utensils with long handles to avoid burns and splatters.
- ◆ Wear short or tight fitting sleeves and use flame retardant mitts.
- ◆ Have a garden hose or bucket of sand available to extinguish any small grill flare-ups.
- ◆ **ONCE LIT, NEVER LEAVE A GRILL UNATTENDED**
- ◆ Never store a propane tank indoors or below ground level.
- ◆ Find a local propane distributor who will exchange an empty tank for full one on the spot.

Lighting the Charcoal

- ◆ When using charcoal briquettes, form a stack in a pyramid shape in the middle of the grill.
- ◆ If the charcoal isn't the instant lighting type, spray a light coating of lighter fluid.
- ◆ Never use gasoline, kerosene



- or other highly volatile fluids as a starter. They can explode.
- ◆ Never add lighter fluid to coals that are already hot or warm.
- ◆ Let the coals burn 30 to 45 minutes, or until they're coated with a white ash. This allows all the lighter fluid to burn off before you start cooking.

CHARCOAL GRILLING OPERATIONS

Cooking with Charcoal

- ◆ Do not touch the briquettes to check if they are hot.
- ◆ Do not add instant light briquettes once the fire has been lit. If you need to increase the heat, add regular briquettes.
- ◆ Keep the vents on the grill open while cooking. Charcoal briquettes need oxygen to burn.
- ◆ To decrease the heat of your grill, carefully splash or spray a little water over the briquettes.
- ◆ Spray the grill with a light coating of cooking spray to keep food from sticking. Do not spray the cooking spray over the briquettes while they are burning.
- ◆ Position the grill in an open area at least 10 feet away from buildings, deck railing, and out from under eaves and overhanging branches.
- ◆ Use barbecue utensils with long handles to avoid burns and splatters.
- ◆ Wear short or tight fitting sleeves and use flame retardant mitts.
- ◆ Have a garden hose or bucket of sand available to extinguish any small grill flare-ups.



Emergency Preparedness * Information Security * Campus Security
EP*I*C*S AWARENESS Quarterly

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro College & University System

Emergency Preparedness * Information Security * Campus Security
EP*IC*S AWARENESS Quarterly

EMP NEWS - HOW PREPARED IS YOUR PET?



If you are like millions of pet owners nationwide, your pet is an important member of your household. Unfortunately, animals are also affected by disaster. The likelihood that your animal will survive an emergency such as flood, fire, etc. depends largely on the emergency planning that you do today. Here are five easy ways to prepare your pet for an emergency:

1. **Identify a Shelter** . Before disaster hits, call your local office of emergency management to see if you will be allowed to evacuate with your pets, or if there are shelters that take people and their pets in your area. As a back-up plan, find a pet-friendly safe place such as boarding kennels, veterinarians or animal shelters. Remember most of these places will need your pet's medical records to make sure all vaccinations are current.
2. **Pack an Emergency Pet Kit** – Pets need emergency kits just like people. Take pet food, water, medications, veterinary records, cat litter/pan, manual can opener, food dishes and a first aid kit in case they are not available where you are staying. Each pet is unique, but each pet needs the basics in case of an emergency.
3. **Update your pet's ID** – Make sure identification tags are up-to-date and securely fastened to your pet's collar. If possible, attach the address and phone number of your evacuation site. If you pet gets lost, this tag is his ticket home.

4. **Protect your pet during a disaster** – Animals have instincts about severe weather changes, and will often isolate themselves if they are afraid. Bringing them inside early can stop them from running away. Even if your dog and cat normally get along, the anxiety of an emergency situation can cause them to act irrationally. It is important to understand what to expect from your pet during a disaster in order to help.
5. **Keep an eye on your pet after an emergency** – Your pet's behavior may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch animals closely; leash dogs and place them in a fenced yard with access to shelter and water. Familiar smells and landmarks may be altered and your pet may become confused and lost. Keep taking care of your pets even after the disaster.

The ASPCA makes pet preparedness easy with the ASPCA Mobile App so that pet owners know what to do in case of a natural disaster. Users are able to access advice on what to do with your pet before, during and after a major storm – even if there is no data connectivity. It also includes a section to store and manage your pet's personal health records, and step-by-step instructions on how to search for a lost animal in a variety of circumstances. The App is available for free download in the App Store and Google Play.

If you want to show off how prepared your pet is, use the hashtag #PetPared to share photos of your pets with The Ready Campaign. Some photos will be featured on the Ready Campaign Facebook, Twitter handle or National Preparedness Community.



TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



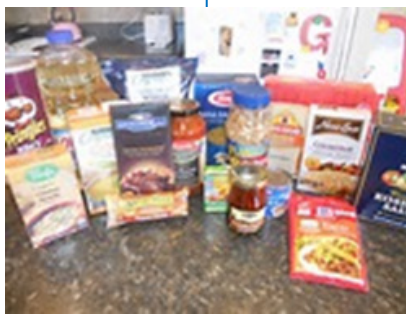
Touro College & University System

Emergency Preparedness * Information Security * Campus Security
EP*IC*S AWARENESS Quarterly

EMP Quick Tip: Calculating Supply Needs

There are a lot of things that can be done in the summer time to help with your preparedness efforts. Summer is a great time for calculating supply needs.

Now, when the kids are home for most of the day, is the best time to figure out how quickly your family eats a case of green beans or consumes a jug of syrup. It's also the best time to count how many rolls of toilet paper and other



non-food products your family really uses. It may be more than you think, and those numbers will help to more accurately know how many of which products you need to stock to have a three, six or twelve month supply. **EXTRA TIP:** Remember to add a bit to your count for any working members who will not be hang around the house with the kids while you're counting.

EMP: Hot Weather Tips



During the summer months, we look forward to spending more time outdoors, but it is important to keep cool when temperatures reach record highs. It's not just about comfort; dangerously high temperatures can result in heat related illnesses ranging from heat cramps, heat exhaustion or heat stroke. The following tips can help keep you cool all summer long.

1. Alter your pattern of outdoor exercise to take advantage of cooler times (early morning or late evening). If you can't change the time of your workout, scale it down by doing fewer minutes, walking instead of running, or decreasing your level of exertion.
2. Wear loose-fitting clothing, preferably of a light color. Cotton clothing will keep you cooler than synthetics.
3. Fill a spray bottle with water and keep it in the refrigerator for a quick refreshing spray to your face after being outdoors.
4. Fans can help circulate air and make you feel cooler even in an air conditioned house.
5. Keep plastic bottles of water in the freezer; grab one when you're ready to go outside. As the ice melts, you will have a supply of cold water with you.
6. If you don't have air conditioning, arrange to spend at least parts of the day in a shopping mall, public library, movie theater or other public space that is cool. Most cities have cooling centers that are open to the public on sweltering days.
7. Finally, use common sense. If the heat is intolerable, stay indoors when you can and avoid activities in direct sunlight or on hot, asphalt surfaces. Pay special attention to the elderly, infants and pets as they may dehydrate easily and be more susceptible to heat-related illnesses.

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro College & University System

Campus Security Quarterly

Information Security AWARENESS

Emergency Preparedness EP*IC*S

CAMPSEC : Terrorism Awareness



Terrorism has become one of the most pervasive and critical threats to the security of the United States. To fully understand terrorism, we should begin with a definition of terrorism; but terrorism is by nature decentralized, and highly adaptable, so narrowing its meaning down to a single definition is difficult. For example, the Department of Defense (DOD) defines terrorism as "the calculated use of unlawful violence or threat of unlawful violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological") while the FBI's definition of the same word is "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." While the definitions vary, all terrorist acts share a few common elements, such as:

- **Political** - The terrorist act is committed to achieve a political goal.
- **Psychological** - The intended result is to instill "terror". Terrorist acts usually target an audience other than the actual victims of the act. The intended target may be the population as a whole, some specific portion of a society (i.e. ethnic minority) or the society's decision-making elite – whether it be political, social, or military.
- **Coercive** - Violence and destruction are used to produce a desired effect, and even if the operation does not result in death and destruction, the mere threat of violence produces the intended effect.
- **Dynamic** - Terrorist groups demand change, revolution, or political reform. The terrorist's radical worldview that justifies terrorism demands action to destroy or alter the status quo.
- **Deliberate** - Terrorism is carefully planned and intended to achieve particular goals. It is a rationally employed, specifically selected tactic, not a random act.

Terrorist operations include, but are not limited to, assassination, hostage taking and barricade situations, kidnapping, raids, extortion, ambush, hijacking, sabotage, aircraft attacks, and maritime sabotage. Terrorist tactics include, but are not limited to bombings, arson, hoaxes, misdirection and compound attacks and suicide attacks. Terrorists use both traditional military firearms (pistols, submachine guns, assault rifles, sniper rifles, shotguns, etc.) and unconventional munitions, such as improvised explosive devices (IEDs). Of the greatest concern to governments combating terrorism are the recent efforts of terrorists to acquire biological, chemical, and nuclear materials to make, what are known as, weapons of mass destruction (WMD). These weapons present the greatest threat to large populations in areas targeted by terrorists.

Terrorism is a significant challenge for us all, but your understanding of terrorism and its threat to you and your/our community will be critical in helping to deter it...so how AWARE are you really to these threats and your surroundings? Awareness is knowing that a situation, condition, or problem exists;

continued on next page

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro
College
& University System

Campus Security
Quarterly

Information Security
AWARENESS
Emergency Preparedness
EP*IC*S

CAMPSEC : Terrorism Awareness Continued

or experiencing a feeling, sensation or emotion. Basically, it is knowing and understanding what is happening in the world or around you. As you walk to and from work, observe the people around you. Many of them are looking at their mobile devices; others are walking and reading or listening to the sound emitting through their noise-canceling headphones. Are these individuals really AWARE of their surroundings? Are you one of them? When you are traveling anywhere you should be paying attention to what is happening around you, who is around you and where you are going. This holds especially true if you travel out of the country. Prior to your travel, you should research the current political, social and economic status of your destination country to have a better understanding of what you may expect while traveling abroad. There could be an incident that you could have avoided and/or prevented had you taken the time to educate yourself and be AWARE.

Touro's Campus Security Department is always looking at different ways and methods to protect our students, faculty, and staff but we, as any other protection agency will tell you, need YOUR help in doing so. Please be AWARE at all times. Be vigilant to seek out knowledge of anything that appears strange or wrong. Remember the only wrong question is the one not asked.

See Something, Say Something.

1-88-Touro911 (888-687-6911)



TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro College & University System

Emergency Preparedness * Information Security * Campus Security
EPICS AWARENESS Quarterly

CAMPSEC : Crime Prevention

In last year's Annual Security and Fire Report, and in the last EPICS newsletter we told you about upcoming legislation on topics related to physical security like prevention of Sexual Assault, Dating Violence, Domestic Violence and Stalking. We would like to advise you that these initiatives are now the law of the land.

Touro College continues to advance its efforts to meet the needs of the Touro community, and to ensure Campus Security addresses the physical safety of all our constituents. To that end, we have augmented our training programs to comply with the newly defined laws. This effort began last year when we introduced the "Building Community Series" by 360 Stay Safe to all the Touro Community. Any one with a user ID on the Touro portal may visit the Campus Security portal page and view all the segments of the program at their leisure. CampSec staff were recently certified as instructors in related courses that will be offered during the Fall semester. The trainings include:

- A.L.I.C.E. - The acronym stands for; Alert, Lockdown +, Inform, Counter and Evacuate-These are the five principles that you will be learning during the next few months. The program provides you with the tools needed to protect yourself in an active shooter scenario. You will learn protective measures that you can share with your love ones. Please look for the announcements in our Portal Page and flyers that will be posted shortly. The training is approximately two hours long, requires authorization from your supervisor to attend. It also involves some minor physical interaction.
- R.A.D. - The Rape Aggression Defense program is a program that combines a lecture series on prevention of sexual assaults, with the self-defense techniques needed to get out of the most common modes of attack. The program is a minimum of nine hours with an option for full simulation that involves an additional three hours. The simulation is provided in three hour increments, and it is strongly suggested that you commit to attend all three classes in order to receive the full benefits of the program. This program requires authorization from your Supervisor when offered during business hours. This program WILL involve INTENSE PHYSICAL INTERACTION and we will require a doctor's release prior to allowing you to participate.



Our own recent graduates Krystal Suero and Kevin Egbert are depicted above during simulation in full gear.

Additionally, we are adding a Work Place Violence page to our 360 Stay Safe online program. The new regulations require that we document that new employees and students receive the training. To ensure that we comply with this regulation, we will be sending an email to each new employee and student assigned to our New York and international sites with a link to the material that they will be required to review and complete. Once the material is reviewed and completed, a Certificate of Completion will be received. This training is one hour long and can be taken at your leisure. However, we recommend that you complete the training within 30 days of employment or your new semester of classes.

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911

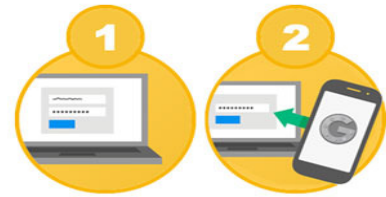


Touro College & University System

Campus Security * Information Security * Emergency Preparedness * **AWARENESS** **Quarterly** **EPICS**

InfoSec: 2FA—What is it?

This edition of EPICS I want to highlight strong authentication, specifically, two factor authentication, also known as 2FA. What is 2FA ? Well, 2FA is the method of adding an extra layer of security to an application so it requires the user to identify themselves not only by inputting a password (what they know), but also by inputting a number sent to their cell phone (what they have). Thus, no more can an application be compromised simply by shoulder surfing, the person would also need to have the account owners phone to access the application; security becomes stronger. At Touro, this is achieved using an application called DUO which generates numbers from the DUO application installed on the users cell phone. DUO works exactly as stated; any user that signs on remotely to the internal network is required to authenticate with 2FA.



Two Factor Authentication

If an application provides the ability to turn on two factor authentication, it should be turned on to strengthen security so that accounts are not easily stolen by simply watching a user enter their password.

I recently stumbled upon a site (<https://www.turnon2fa.com/>) that has made it its mission to identify every application that uses 2FA, and the site refers to itself as the ultimate guide to two-factor authentication (2FA). The site wants to get people to turn on 2FA (“TURN IT ON”) wherever possible. The site not only provides the applications that have 2FA, but also supplies instructions for each. Go check it out and use the guidance, I did. Don’t forget to let me know what you thought by sending an email to information.security@touro.edu.

InfoSec: Restricted Data in an Email?



Touro has three classification levels for its data: restricted, confidential and public. Restricted data is considered restricted because it is protected by laws such as FERPA and HIPAA which define requirements to protect social security numbers and health information, respectively. Restricted data also applies to payment card industry standards which protect credit card data.

Touro’s Information Security Policy recognizes that other data may be treated as restricted because unauthorized access would cause severe damage to Touro. The Confidential data classification label is a classification level for data that would not expose Touro to loss or penalty if data is disclosed, but instead, is data that the data owner feels should be protected to prevent unauthorized access. This label is subject to the data owners discretion on whether or not someone should have access to it (e.g., payroll data). The third category is public data: everything else.

Restricted data (e.g., social security numbers, credit card numbers) should never be sent in an email. In fact, sending restricted data via email is a violation of our acceptable use policy and subject to disciplinary action. However, there will be times when you will need to be able to send a message that contains this type of data and that’s when it should be encrypted. All NY (non LAW) employees can send encrypted email by adding the word [Securemail] , exactly as written with the brackets, to the emails' subject line. What this does is activate the encryption process of our email protection software to encrypt the email message and require the user receiving the email to register to access it. The recipient of the email would follow a few simple steps to authenticate and access the message. Remember, if a message has restricted data such as credit card data or social security numbers in it, you should not send it via email; but if you must, use encryption. We have also begun to look at ways to facilitate this for all campuses across Touro. If you need more help with this, please contact information.security@touro.edu.

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911



Touro College & University System

EPICS FUN PAGE

InfoSec: Social Engineering

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
Y				B											Q											

O A E E E A A
 J Q O U Y L B G V U G B B H U G V Y N N Y O T J
 O E O O A E E
 O Q W B N Q M J E H Q W Y L L S B G M B J
 O E A A E A O O
 A I Q G B O Y L L J Y H B Y E Q H W Q E
 O A E E E A E
 J Q O U Y L B G V U G B B H U G V O Y L L B F
 S U J I U G V

CampSec: Tailgating

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
L				P										I												

A A E E A O
 Z L K W C L Z K B C K N Z R P V P L B N I E
 A A O E A E
 C L K B K B C H B L H Z R I F K Q P S L G G P N N
 O A O O E A E A E E
 Z I L G I B Z F I W W P S L F P L M X P B Z P F K B
 E E O E O E
 C S K F P G Z W X M P R K B S N I V P I B P
 O A A O E A E
 A R I R L N L H Z R I F K Q P S L G G P N N

Emergency Preparedness * Information Security * Campus Security
EPICS AWARENESS Quarterly



Touro College & University System

Campus Security * Information Security * Preparedness * EPICS AWARENESS

EMP: OEM Watch

New York and the Metropolitan Area

New York City Office of Emergency Management
165 Cadman Plaza East, Brooklyn, NY 11201
Ph: (718) 422-4888
Web Page: www.nyc.gov

California (Solano County)

Solano County Office of Emergency Svcs
530 Clay Street, Fairfield, CA 94533
Ph: (707) 784-1600
Web Page: www.co.solano.ca.us



California (Los Angeles County)

Los Angeles County of Emergency Services Management
1275 N. Eastern Avenue
Los Angeles, CA 90063
Ph: (323) 980-2261
Web Page: lacounty.gov



Nevada

Nevada Office of Emergency Services
10014 North Bloomfield Road
Nevada City, NV 95959
(530) 265-7000
Web Page: www.mynevadacounty.com

Florida

Miami-Dade Department of Emergency Mgmt
9300 NW 41st Street
Miami, FL 33178
Ph: (305) 468-5400
Web Page: www.miamidade.gov
Email: oe@miamidade.gov

Human Resources — New York

First	Last	Title	Email	Ext.
Brenda	Cordova	Payroll Administrator	Brenda.Cordova@touro.edu	55227
Francisco	Castano	HR Administrator	Francisco.Castano@touro.edu	55707
Lucille	Petti-Goldblatt	Assistant Director of HR	Lucille.Petti-Goldblatt @touro.edu	55104
Kenneth	Johansen	Manager of Time & Attendance	Kenneth.Johansen2@touro.edu	55211
Barbara	LaRue, PHR, GBA	Benefit Manager	Barbara.LaRue@touro.edu	55755
Olga	Popkopaeva	HR Admin	olga.podkopaeva@touro.edu	55485
Roberta	Rosenblatt, SPHR-CA, GPHR	Director	Roberta.Rosenblatt@touro.edu	55163
Daisy	Rivera-Rodriguez	HR Project Manager	daisy.rivera-rodriguez17@touro.edu	55578
Tanya	Woods	HR Generalist	Tanya.Woods@touro.edu	55314

EPICS NEWSLETTER CONTACTS

Lydia Perez , Campus Security Director 500 Seventh Avenue New York, NY 10018 Tel: (646) 565- Lydia.Perez@Touro.edu	Patricia Ciuffo , CISO 500 Seventh Avenue New York, NY 10018 Tel: (646) 565-6000 x 55383 Patricia.ciuffo@touro.edu	Shoshana Yehudah Director of Emergency Preparedness 500 Seventh Avenue New York, NY 10018 Tel: (646) 565-6000 x55668 Shoshana.Yehudah@Touro.edu
--	--	---

TOURO EMERGENCY HOTLINE 24 HOURS A DAY 7 DAYS A WEEK 1-88-TOURO911